

ACA Online Application How-To: Contractor

1. Register or log in.

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Notice:

This feature requires registration and/or login, please login to continue.

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)

ABOUT COLORADO SPRINGS

LINKS

CONTACT

Olympic City USA

ADA Resources

Contact City Departments

jest...docx ... Contractor Suggest...docx ... You can choose to save files automatically [Go to settings](#) [Don't ask again](#)

2. Under the **Business Licensing** tab, agree to the terms and conditions prompt and click **Continue Application**.

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Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update

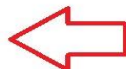
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

☐ I have read and accepted the above terms.

[Continue Application »](#)



3. Choose **Contractor Application** and click **Continue Application**.

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Select a Record Type

Choose one of the following available record types from the "Business"

Option 1.



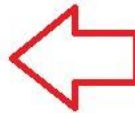
Search

▶ Business

☒ Contractor Application

☐ Security License Application

Continue Application »



4. In step 1 of the application flow, enter the company's business trade name in the **Business Name/Applicant Name** field.

Step 1: Step 1 > Page 1

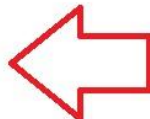
Detail Information

If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the "General Description" section blank.

Business/Applicant
Name



CONCRETE COMPANY NAME



General Description:



5. Add the company information as a contact in the next step under the *Applicant* option.

Contact List

If you are applying as an organization, click "Add New" to provide applicant information (applicant should match the entry you provided in previous step). After clicking "Add New" select "Applicant" to provide company information. Then add new contacts for the personal information for the principals, managing agent contacts.
If you are an individual, provide your personal information under "Applicant".

Required Contact Type	Minimum
 Applicant	1

Select from Account

Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Continue Application »](#)

Select Contact Type

* Type:

Applicant

Continue

Discard Changes

6. Add all additional relevant principals, managing agents, and the registered agent for service in the same fashion, ensuring personal (as opposed to business) information is provided for all individuals. If the personal details for any of the individuals listed here is on file from when you

registered the account, you may import their data here by clicking the **Select from Account** option.

Contact List

If you are applying as an organization, click "Add New" to provide applicant information (applicant should match the entry you provided in previous step). After clicking "Add New" select "Applicant" to provide company information. Then add new contacts for the personal information for the principals, managing agents contacts.

If you are an individual, provide your personal information under "Applicant".

	Required Contact Type	Minimum
✓	Applicant	1
⚠	Resident Agent for Service 1	

Select from Account

Add New

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
SHANE A A	CONCRETE COMPANY NAME	Applicant			EMAIL@EMAIL.COM	Edit Delete

Continue Application »

7. Select which license type for which you are applying from the *Type of License* drop-down menu, and answer the questions in the *Custom Fields* step of the application flow.

Contractor Application

1 Step 1	2 Step 2	3 Review
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Step 1: Step 1 > Page 2

Custom Fields

LICENSE INFORMATION

Type of License:	Concrete	
Company Name:	CONCRETE COMPANY NAM	
* Colorado SOS Entity ID:	123456789	
Date of Birth:	01/01/2001	

8. In the *Custom Lists* fields, provide the details for the general liability insurance and bond policies by clicking *Add a Row* for each policy. The bond expiration date should read 01/01/2001, provided you have the proper City-approved bond form.

Custom Lists

INSURANCE

Please submit the applicable general liability insurance and bond information. Please reference the City Clerk's website to obtain required documents.

INSURANCE

Please submit the applicable general liability insurance and bond information. Please reference the City Clerk's website to obtain required documents.

Policy Holder:

COMPANY NAME

Insurance Agency Name:

INSURANCE COMPANY

Policy Number:

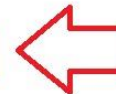
12345

Type of Insurance:

Bond

Expiration Date:

01/01/2001



Submit

Cancel

9. In step 2 of the workflow, click **Add** to attach the insurance Acord document, ensuring the City is included as Certificate Holder; the City-approved bond form; the Secretary of State Trade Name Registration and/or Certificate of Good Standing, the Lawful Presence Affidavit, if applicable; and any other required documentation.

Attachment

Please attach the applicable general liability insurance Acord document and any other required documents.

The maximum file size allowed is 1000 MB.

Allowed file types: .ade; .adp; .bat; .chm; .cmd; .com; .cpl; .exe; .hta; .htm; .html; .ins; .isp; .jar; .js; .jse; .lit

Name	Type	Size
No records found.		

10. In step 3 of the workflow, review all information for accuracy. At the bottom of the page, read the language in the certification window, and check the box below it to confirm you understand and agree. Then move forward by clicking **Continue Application**.

Continue Application »

may provide any required or permitted process, notice, order, or correspondence relating to this application, including any renewals, by e-mail to the e-mail address provided.

By submitting this application, you understand and acknowledge that the City Clerk's Office may deny or provide the requested information may result in denial of this application. You also acknowledge that the City Clerk's Office may provide any required or permitted process, notice, order, or correspondence relating to this application, including any renewals, by e-mail to the e-mail address provided.

11. In step 4 of the workflow, review the payment information for accuracy, and click **Check Out**. The next screen will review all items in your cart. Click **Checkout** again to move forward with paying the license fees.

Contractor Application

1 Step 1	2 Step 2	3 Review	4 Pay Fees	5 Record Issuance
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Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

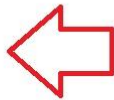
Application Fees

Fees	Qty.	Amount
Contractor License Fee	1	\$110.00

TOTAL FEES: \$110.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »



12. Submit payment details and click **Submit Payment** to finalize.

Payment Options

Amount to be charged: \$110.00

- ☒ Pay with Credit Card
☐ Pay with Bank Account
-

Credit Card Information:

* Card Type:	* Card Number:	* Security Code: 
Visa ▼	1234432112344321	123
* Name on Card:	* Exp. Date:	
FIRST LAST	01 ▼	2021 ▼

Credit Card Holder Information:

☐ Auto-fill with SHANE ARRA ▼

Country:

United States ▼

* Street Address:

123 MAIN ST

* City:	* State:	* Zip:
COLORADO SPRIN	CO	80903

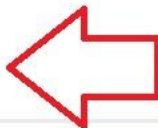
* Phone:

1112223333

E-mail:

EMAIL@EMAIL.COM

Submit Payment »



13. Once you receive payment confirmation, the application has been sent to the City Clerk's office for review. Please note, the license is not yet issued at this stage. If any additional information is required, City Clerk general business licensing staff will contact the e-mail address provided for the Applicant. Otherwise, the license will be issued by City Clerk staff and mailed to the address provided for the Applicant.

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1 Select item to pay

2 Payment
information

3 Receipt/Record
issuance

Step 3: Receipt/Record issuance

Receipt



Your request has been successfully submitted.
Please print or retain a copy of your request for your records.